



DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SUPPORT COMMAND  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FORT BELVOIR, VIRGINIA 22060-6221

REPLY  
REFER TO DLSC-LDT

May 3, 1999

MEMORANDUM FOR EXECUTIVE TEAM


COMMANDER, DEFENSE CONTRACT MANAGEMENT COMMAND  
DEFENSE DISTRIBUTION CENTER  
DEFENSE SUPPLY CENTERS  
DEFENSE REUTILIZATION AND MARKETING SERVICE  
DEFENSE ENERGY SUPPORT CENTER  
DLA EUROPE/PACIFIC  
DEFENSE LOGISTICS INFORMATION SERVICE  
ADMINISTRATOR, DEFENSE AUTOMATED PRINTING AND  
SUPPORT CENTER  
DEFENSE NATIONAL STOCKPILE CENTER

SUBJECT: Acquisition of Car Rental Reservations by Commercial  
Travel Offices

All offices are requested to remind your servicing Commercial Travel Offices (CTO) (Sato, Carlson, etc.) that they are only authorized to make official travel rental car reservations for a compact car, unless the travelers' orders clearly state that the traveler is authorized to rent a different size vehicle. Travelers are renting large vehicles that are not authorized on their orders thus wasting DLA's travel funds.

When selecting commercially rented vehicles, the Commercial Travel Office (CTO) (Sato, Carlson, etc.) or the Transportation Officer must select the lowest cost car rental services that meet the traveler's official travel requirements. It is mandatory to obtain rental vehicles through the CTO. Rented vehicles must be under Military Traffic Management Command's negotiated agreements.

Please pass to your CTOs and travelers. Our point of contact is Mrs. Deborah L. Beckner at (703) 767-3622, DSN 427-3622 or [deborah\\_beckner@hq.dla.mil](mailto:deborah_beckner@hq.dla.mil) or Mrs. Betty Slanta at (703)-767-3638.

  
BENNIE E. WILLIAMS  
Colonel, USA  
Chief, Transportation (Policy)